

## After School Program

## Mid-Year Review Improvement Plan

In March of 2011 a mid-year review was conducted on the After School Education and Safety (ASES)/21<sup>st</sup> Century Assets programs. Below is the list of concerns and the action plan developed to address them.

- ✓ The evaluation reported that 65% of those surveyed liked the after school staff.  
*Replaced staff with staff that better met the needs of each school. This involved moving and/or hiring new staff.*
- ✓ Seventy-one percent of those surveyed enjoyed the offerings and program.  
*Work closer with site district personnel and identify realistic expectations of offerings and programs within the after school program scope*
- ✓ Classroom management  
*A specialist was hired to provide monthly training to all staff in classroom management, lesson planning, discipline, proper supervision, behavior management*  
*Trainings are conducted for site directors at least 2 times per week to review concerns and develop plans to improve skills in classroom management, lesson planning etc.*
- ✓ Communication between after school staff and district site staff needs improvement  
*A weekly email is sent from the site director to their site Principal and cc'd to the after school Assistant Director giving updates on what is happening that week, any good news, or any concerns that may arise. Each site director arrives at the site a minimum of 2 hours prior to the start of the program and is available to meet with the Principal/designee. All incidents that happen at the site are immediately communicated to the Principal/designee and the district Assistant Director.*
- ✓ Not aware of coaches new to the site  
*All coaches wear a kiwi green shirt with an easily identifiable district logo for quick identification of staff. Site directors wear a black shirt with kiwi green logo. Each site director is responsible for introducing the new staff/subs to the on-site administrator.*
- ✓ Teachers did not like their stuff being touched, complained about kids in rooms and out of control  
*Identify concerns specific to each school. The majority of teachers are very supportive of the after school program and use of their classrooms. Work closer with site administration to develop a plan that enables the program to use classrooms and use ASES materials only. Staffs are trained to leave areas cleaner than what we found. As students leave at the end of the day, staffs are scheduled to walk through classes and clean-up.*
- ✓ Reading does not work during homework time  
*Each student is encouraged to read for 20 minutes a day in the after school program. In an effort to improve literacy, English Language Arts, and a love of books this component was added in Fall of 2010. An updated library is available to all after school programs. The reading time is*

*scheduled at a time that enables the majority of students to participate. Last year over 7 million minutes were spent reading in 19 of the after school programs.*

- ✓ Allow more choices for what enrichment programs will be at each site  
*Develop a menu of choices for each school of programs, that are in line with the after school grant and that are easily available to implement. Follow up is needed to ensure that program offerings are still of need*
- ✓ School administration would like to see a sample of weekly schedule and updates  
*Develop weekly calendars and include in Monday updates to administration*
- ✓ More STAR Academy, more enrichment activities, more data  
*Hire a curriculum coach to develop lessons that incorporate STAR Academy components in the enrichment program throughout the year, this would be in addition to the STAR Academy. The curriculum coach will develop additional curriculum*